横須賀基地空席広報		広報番号: Announcement No.	SRFJRMC-103-06(OUF)	
			1st Cut Off: 25 Oct 06	
VACANCY ANNOUNCEMENT		募集締切日:	10 th and 25 th of each month	
****** Open Until Filled ******		Closing Date	until filled after the 1 st cut	
		70.47	off	
		発行日: Date of Issue	2 Oct 06	
1.職種名 Job title (等級 Grade <u>6</u> /語学等級 LAD <u>3</u>)	募集人数	4.募集範囲 Area o	of Consideration	
	No. of Recruitment	│ 図 現 MLC/IHA ?		
Quality Control Representative (General), #333	Recruitment	Current MLC/IHA Employee within Activity		
[品質管理代行者(一般)]	1 名		従業員(通勤圏内)	
受諾可能な下位等級 Acceptable Trainee Level: 1-4	1 14		ployee in commuting distance É業員(全在日米軍)	
□ 事務系 Administrative □ 技能系 Blue Collar Trade			Employee Japan Wide	
2.部隊 Activity		図外部 Off Base		
U. S. Naval Ship Repair Facility & Japan Regional Maintenance Cent	er	Z / HP Off Buse ripplicant		
		no of Employment		
Quality Assurance Office (C-130)		5.雇用の種類 Type of Employment MLC		
QA Engineering, Analysis and Training Division (C-136)		□ IHA	☐ HPT	
QA Training Branch (C-136.3)		□ IIII	_	
勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		□ 限定 Limited Term (カ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 月曜日 – 金曜日		- PARC Eminica		
動務時間・休憩 Work Hours/Recess Period: 08:00 – 16:45/12:00 – 12:45				
□ 夜勤 Night Shift □ 残業 Overtime □ 出張 Business Travel				
6.職務内容 Duties				
Develops and maintains training topics and training plan for Maintenance Personnel training, Quality assurance training and Submarines Safety.				
Reviews and updates the training topics and plans annually or required. Studies various technical instructions/manuals and develops various training				
materials and examination material in English. Translates the training/examination materials into Japanese for MLC workers. Updates the training				
materials periodically based on the data from audit, surveillance, rework and quality trend analysis. Schedules and conducts the trainings to SRF-				
JRMC Yokosuka codes/shops personnel and shop instructors. Assists shop instructors for their shop training when required. Develops and administers tests. Conducts audit/surveillance inspection to evaluate effectiveness of Training and Qualification Program per Joint Fleet Maintenance				
Manual (JFMM). Performs other related or incidental duties as assigned.				
7.資格要件/身体条件 Qualification/Physical Requirement				
a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such				
specialized experience, possession of Masters Degree in a related field may qualify him/her at 1-6 level.				
b. Knowledge of Maintenance Personnel training, Quality Assurance training and Submarine Safety.c. Ability to develop and update training/examination materials with various technical instruction/manuals or the data from audit, surveillance, etc.				
d. Ability to plan, develop, schedule and conduct training to shop personnel and shop instructors.				
e. Ability to speak, read, and write English at advanced proficiency level (LAD-3) and Japanese at native proficiency level.				
*An applicant who does not fully meet the qualifications stated above may be considered at a lower grade level as below:				
1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.				
1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion				
of 4-years college/university in any field may qualify him/her at 1-4 level.				
*A handicapped applicant may be accepted, depending upon the degree and kind of disability.				
英語力 English Language Proficiency:				
学歴 Educational Background: N/A 免許証/修了証 Licen	se/Certificate F	kequired: N/A		
			職務状況	

8.提出するもの Application and Associated Documents	Working Condition
*☑ 空席応募用紙 Application for Vacancy Announcement	
*☑ 専門職務経歴書 Resume of Specialized Work Experience	
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either	
□ 運転免許証の写し Copy of Driver's License	
□ 修了証/証明書の写し Copy of Certificate	
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)	
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)	
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)	
│ 図 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen	
applicant, copy of Alien Registration and Passport/Visa Copy	
│ ⊠ 外部応募者でハローワークからの紹介者は、ハローワーク紹介状 For applicant referred from │	
Hello Work, "Hello Work Referral Card"	

9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka

内線/Extension 243-8152 JN Employment Division (N132)

*部隊担当者名 Office/POC: SRFJRMC, Manpower Division (Code 1160), Ms. Satomi/Ms. Imaizumi 軍電 (DSN) 243-4553/243-4554

2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA

管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

事務処理欄 For Official Use

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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.